

KYTC - Professional Services Application

External (Non-KYTC) User Authorization

Please contact Jason Landes with any questions:

jason.landes@ky.gov

PSR2: Application Access – External (Non-KYTC) Users Authorization

Brief: The purpose of this presentation is to provide external (non-KYTC) users a step-by-step walkthrough of how to request access to the new KYTC Professional Services application.

External (non-KYTC) users are required to have a Kentucky Online Gateway (KOG) profile, prior to accessing the KYTC Professional Services application.

We request that you sign-up for a KOG profile, so that you can then request access to the Professional Services application. Directions for requesting access are outlined in the following slides...

PSR2: Application Access – External (Non-KYTC) Users – Step 1

- All first time users of the Professional Services application will be required to request access.
- The first step in requesting access is to type in the following URL into your Web browser of choice:
<https://apps.transportation.ky.gov/professionalservices>
- Note: We recommend that you use Google Chrome for this application:
<https://www.google.com/chrome/>
- You will be navigated to the Kentucky Online Gateway (KOG) site: <https://kog.chfs.ky.gov/home/>
- As an External (non-KYTC) user, you will need to sign-up for a KOG profile to access the Professional Services application.
- Simply select the “Citizen or Business Partner” option, then “Create Account” to begin the sign-up process.
 - Note: A user with an existing KOG account can simply select “Sign In” option to enter their KOG credentials.

← → ↻ <https://ssointernal.chfs.ky.gov/adf>



Welcome to the Kentucky Online Gateway

I am a

- ☒ Citizen or Business Partner
- ☐ State Employees and Contractors logging in with Email Address or Username
- ☐ State Employees and Contractors logging in with KHRIS ID

Sign In

Create Account

PSR2: Application Access – External (Non-KYTC) Users – Step 1

← → ↻ https://kog.chfs.ky.gov/public/requestaccount/

MYKY
MyKentucky.gov

Please complete your Kentucky Online Gateway Profile

i If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on [here](#) below to log into your account.

Please fill out the form below and click **Sign Up** when finished.
All fields with * are required.

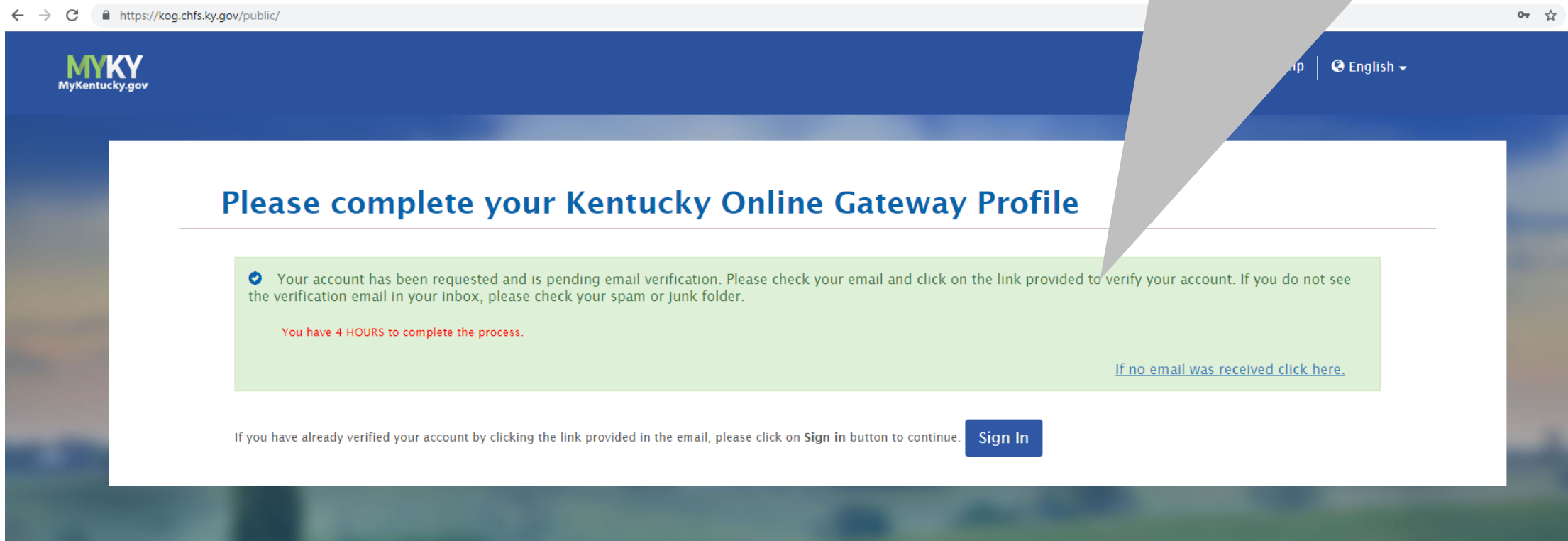
* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address		* Verify E-Mail Address
<input type="text"/>		<input type="text"/>
* Password		* Verify Password
<input type="text"/>		<input type="text"/>
Mobile Phone		Language Preference
<input type="text"/>		English ▼
Street Address 1		Street Address 2
<input type="text"/>		<input type="text"/>
City		State
<input type="text"/>		Kentucky ▼
Question		Zip Code
In what city were you born? (Enter full name of city only) ▼		<input type="text"/>
Question		* Answer
What was the name of your first pet? ▼		<input type="text"/>

Cancel **Sign Up**

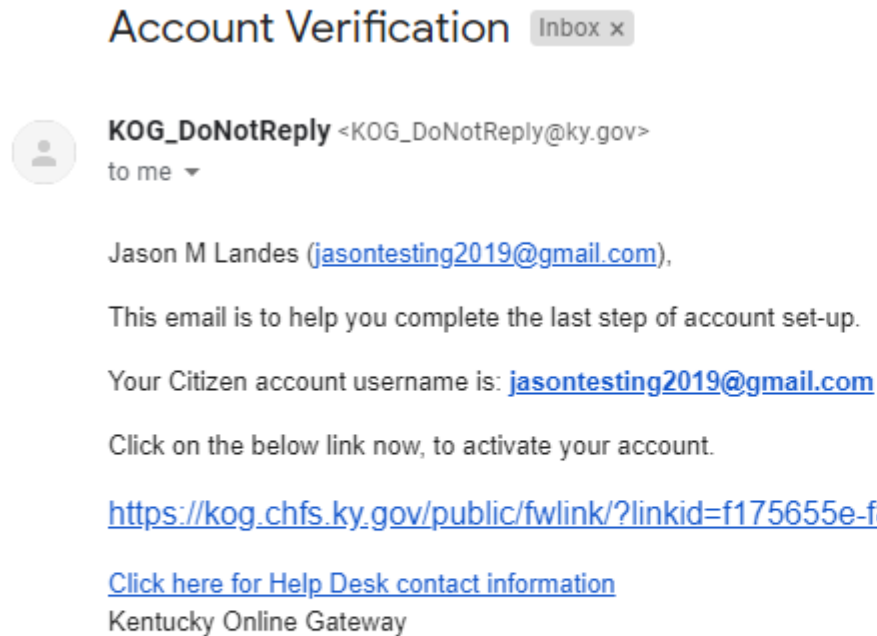
Upon selection of the “Create Account” option, you will be prompted to complete your Kentucky Online Gateway (KOG) profile.

PSR2: Application Access – External (Non-KYTC) Users – Step 1

- Upon successful entry of your Kentucky Online Gateway (KOG) profile, you will see messaging indicating that your pending account requires email verification.
- You will need to access the email account that you used when filling out your KOG profile request.
 - Note: You may need to check your email account's spam or junk folders.



PSR2: Application Access – External (Non-KYTC) Users – Step 2



The body of the “KOG Account Verification” email shall contain a link that will need to be clicked on to complete the verification of your KOG account.

08:58 (2 minutes ago) ☆ ↩ ⋮

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

PSR2: Application Access – External (Non-KYTC) Users – Step 3

← → ↻ https://kog.chfs.ky.gov/public/ValidateNewAccount/MobilePhoneRegistration?linkid=f175655e-f8ef-4550-b3f5-a8142391609c ☆



Validate New Account

ⓘ Providing your mobile number will allow for easy retrieval of username and password. It will also allow participating applications to send critical communications about your account.

Register Your Mobile Number

Enter Mobile
Phone

(812) 598-6700

Send Passcode

Skip and Continue

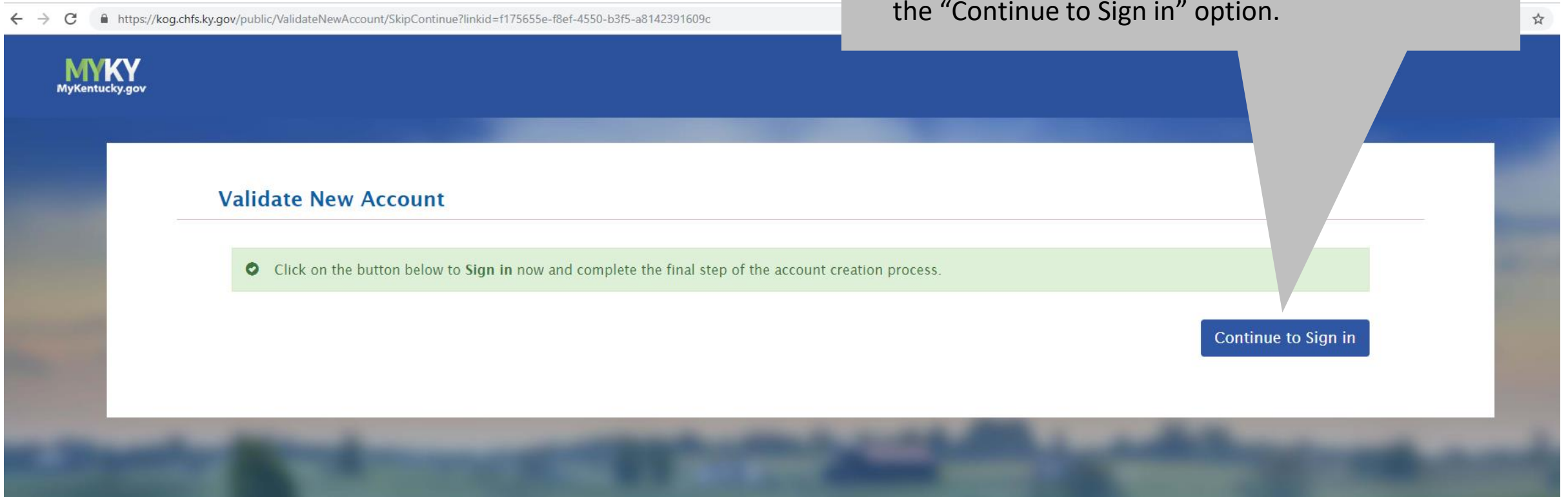
Disclaimer :

- Standard Text Messaging and Data rates may apply. If you do not have an active plan with your cellular service provider, please click **Skip and Continue**.
- The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing organizations.

- Selection of the “KOG Account Verification” email link shall navigate you to the KOG “Validate New Account” screen.
- From here, you may register your Mobile Phone Number for easy username and password retrieval or simply select the “Skip and Continue” option.

PSR2: Application Access – External (Non-KYTC) Users – Step 3

- Selection of the “Skip and Continue” option shall navigate you to the KOG “Validate New Account” screen.
- To complete your KOG account validation, select the “Continue to Sign in” option.



PSR2: Application Access – External (Non-KYTC) Users – Step 4

← → ↻ https://ssoexternal.chfs.ky.gov/adfs/ls/?wa=wsignin1.0&wtrealm=http%3a%2f%2fssointernal.chfs.ky.gov%2fadfs%2fservices%2ftrust&wctx=e390dee




Attention Citizens and Business Partners
As of March 30, 2019, logging into the Kentucky Online Gateway with your username/password is no longer supported. For more information, please visit the KYTC website. If you have previously created an account, simply login with the email address and password.

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

 Email Address

jason testing2019@gmail.com

 Password

.....

[Forgot/Reset Password?](#)

Sign In

[Resend Account Verification Email](#)

- Selection of the “Continue to Sign in” option shall navigate you to the KOG “Sign in” screen.
- You will be prompted to enter in your KOG account credentials (Email Address and Password).

WARNING

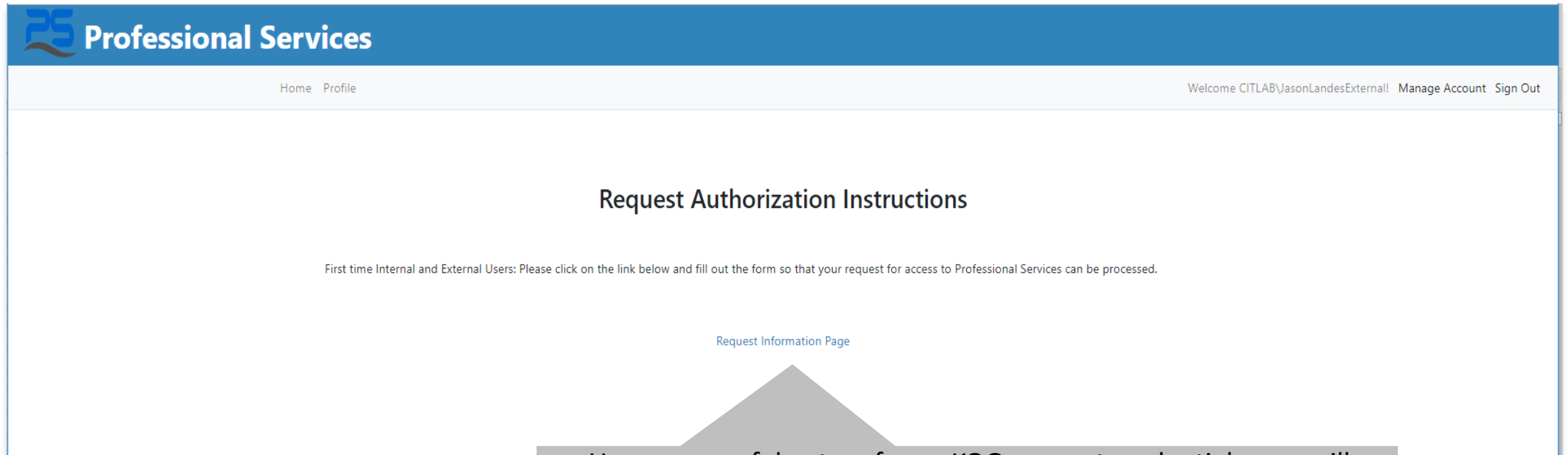
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Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

[Click here to select user account type](#)

PSR2: Application Access – External (Non-KYTC) User – Step 5



- Upon successful entry of your KOG account credentials, you will then be navigated to the Professional Services application to complete your user authorization request.
- You will now need to enter in your “User Profile Information” that will identify the type of user access you will have within the application.
- Select the “Request Information Page” option.

PSR2: Application Access – External (Non-KYTC) Users – Step 5

[Home](#) [Profile](#)

Welcome CITLAB\jasontesting20192! [Manage Account](#) [Sign Out](#)

Organization Type:

Central Office

Organization Name:

Construction

Organization Role:

Project Manager

Phone Number:

Ext:


State:

Kentucky

Upon selection of the “Request Information Page” option, you will be required to enter the following to complete your user profile:

- Organization Type
- Organization Name
- Organization Role
- Phone Number / Extension
- State (defaulted to KY)

Save



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Kentucky Transportation Cabinet
200 Mero Street, Frankfort, KY 40622

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PSR2: Application Access – External (Non-KYTC) Users – Step 5

User Profile Information

Organization Type:

Consultants ▼
Select Org Type
Consultants
Central Office
Districts

You will need to first select your “Organization Type”:

- Consultant
- Central Office
- Districts

Organization Role:

Select ▼

Job Title

Phone Number:

(812) 598-6700

Ext:

Address 1

Address 2

City

State:

Indiana ▼

Zip

Save

PSR2: Application Access – External (Non-KYTC) Users – Step 5

User Profile Information

Organization Type:

Consultants ▼

Organization Name:

ma

NORTHROP GRUMMAN SYSTEMS CORPORATION
TUNNEL MANAGEMENT INC
TUNNEL MANAGEMENT INC
BACON FARMER WORKMAN ENGINEERING & TESTING, INC.
HRV CONFORMANCE VERIFICATION

(812) 598-6700

Address 1

First Name:

Jason

User Name:

KYTCjason.mano

Job Title

Address 2

City

State:

Indiana ▼

Zip

- Selection of the “Consultants” Organization Type will prompt you to enter in your “Organization Name”.
- This shall be the name of your firm.

Save

PSR2: Application Access – External (Non-KYTC) Users – Step 5

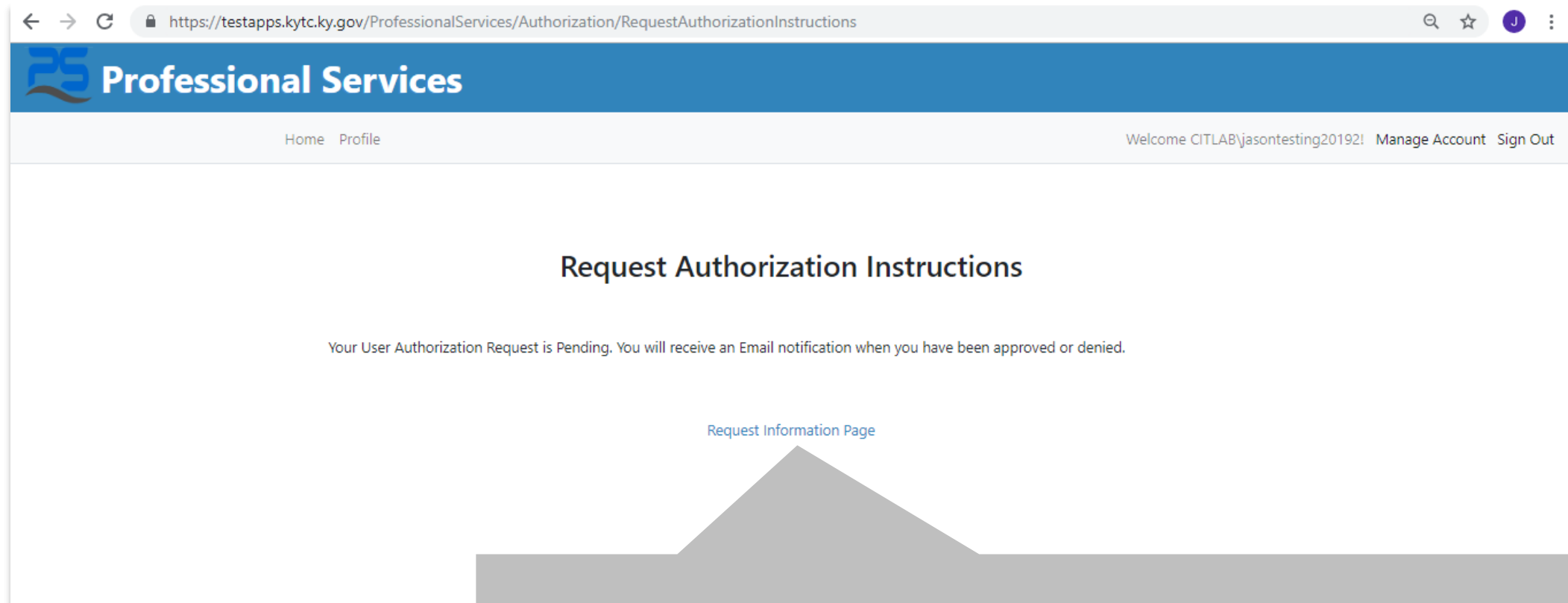
User Profile Information

Organization Type:	First Name:	
Consultants	Jason	
Organization Name:	User Name:	
BACON FARMER WORKMAN ENGINEERING & TESTING, INC.	KYTC\jason.landes	
Organization Role:	Job Title	
Select		
Select		
System Admin		
Project Manager		
Read Only		
Address 1	Address 2	
City	State:	Zip
	Indiana	

Save

- Upon entry of your “Organization Name” you will be prompted to select your “Organization Role”:
 - System Admin
 - Project Manager
 - Read Only
- You will also be required to enter in additional information related to your firm:
 - Phone Number / Extension
 - Job Title
 - Address 1 / Address 2
 - City / State / Zip
- Selection of the “Save” option shall save your User Profile Information.

PSR2: Application Access – External (Non-KYTC) Users – Step 6



- Upon successful entry of your User Profile Information, you may select the “Home” option to navigate back to the “Request Authorization Instructions” screen.
- You shall see a message indicating that your Authorization request is pending.

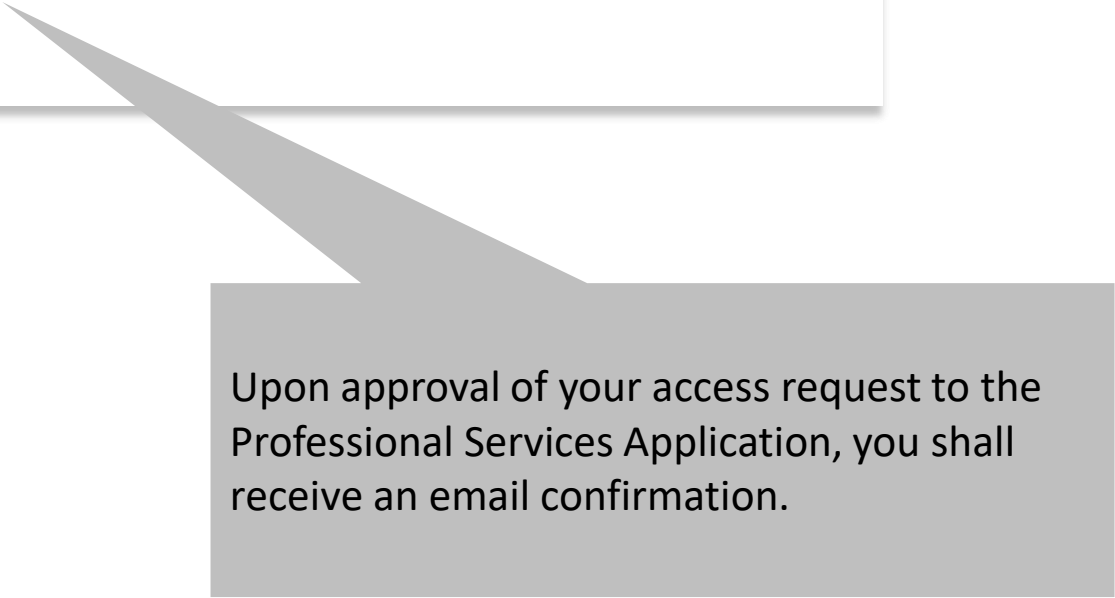
PSR2: Application Access – External (Non-KYTC) User – Step 6

Professional Services - Access Approved

Yesterday at 8:15 AM

From no-reply@ky.gov >


Your request for access to the Professional Services Application has been approved.



Upon approval of your access request to the Professional Services Application, you shall receive an email confirmation.

PSR2: Application Access – External (Non-KYTC) User – KOG Sign in

← → ↻ <https://ssoexternal.chfs.ky.gov/adfs/ls/?wa=wsignin1.0&wtrealm=http%3a%2f%2fssointernal.chfs.ky.gov%2fadfs%2fservices%2ftrust&wctx=e390dee9-2838-41fb-952e-fbc22b7f984b&wct=2019-04-08T13%3a55%3a56Z&rp-realm=https://kog.chfs.ky.gov%2Fhome...>



Help | English ▾


As of March 30, 2019, logging into the Kentucky Online Gateway Account and password. If you have not yet created an account, please click the link below to create your account.


Upon user approval, you will use your KOG credentials to access the Professional Services Application.

your email address

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

 Email Address

 Password [Forgot/Reset Password?](#)

[Resend Account Verification Email](#)

[Sign In](#)

WARNING

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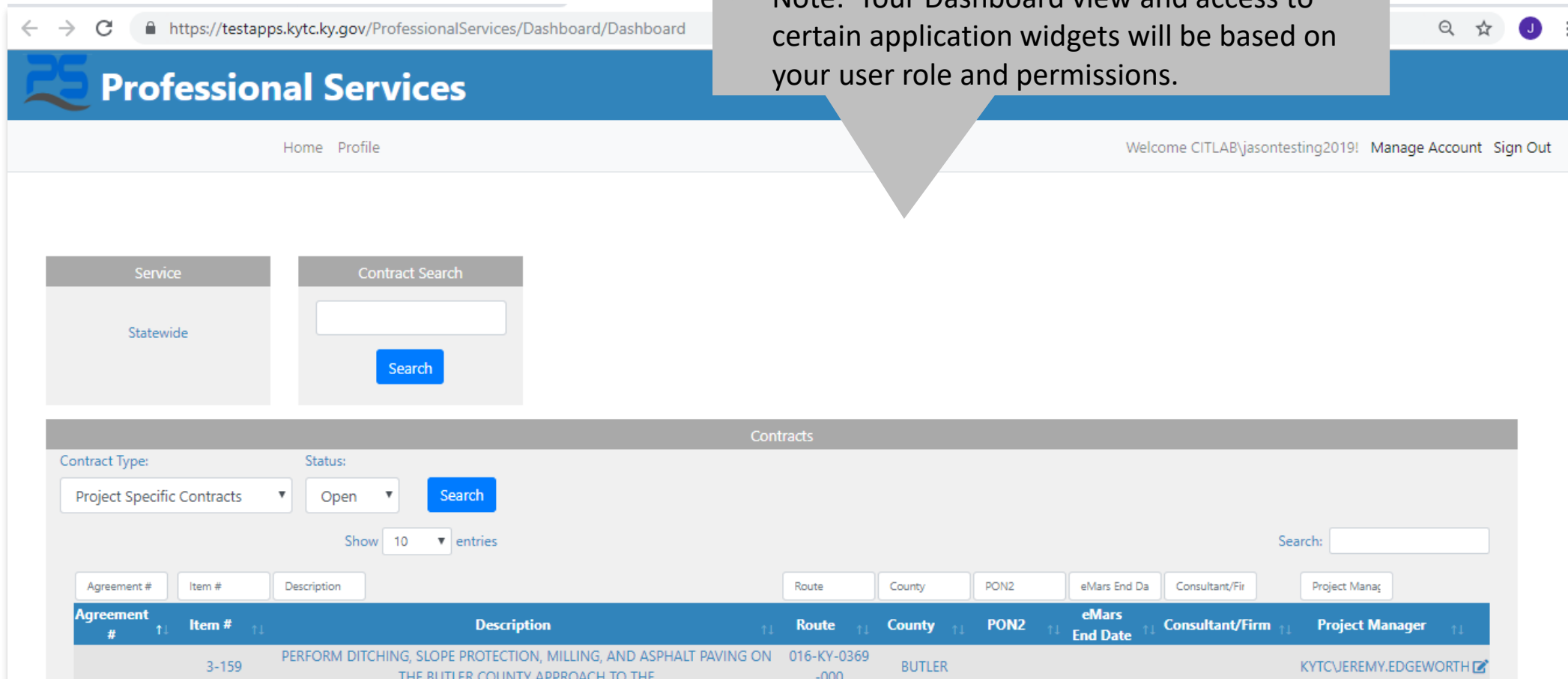
Don't already have a Kentucky Online Gateway Citizen Account?

[Create An Account](#)

[Click here to select user account type](#)

PSR2: Application Access – External (Non-KYTC) User – Dashboard Screen

- Upon successful entry of your KOG credentials, you will be navigated to the Professional Services' "Dashboard" screen.
- Note: Your Dashboard view and access to certain application widgets will be based on your user role and permissions.



The screenshot displays the Professional Services Dashboard. The header features the 'Professional Services' logo and navigation links for 'Home' and 'Profile'. A welcome message for 'CITLAB\jasontesting2019!' is shown, along with 'Manage Account' and 'Sign Out' options. The main content area includes a 'Service' widget with a 'Statewide' button and a 'Contract Search' widget with a search input and a 'Search' button. Below these is a 'Contracts' section with filters for 'Contract Type' (set to 'Project Specific Contracts') and 'Status' (set to 'Open'), followed by a 'Search' button. A 'Show 10 entries' option is also present. A table of contracts is displayed with columns: Agreement #, Item #, Description, Route, County, PON2, eMars End Date, Consultant/Firm, and Project Manager. The first row shows data for agreement 3-159, describing ditching and paving work in Butler County, KY, managed by J. Edgeworth.

Professional Services

Home Profile

Welcome CITLAB\jasontesting2019! Manage Account Sign Out

Service

Statewide

Contract Search

Search

Contracts

Contract Type: Project Specific Contracts Status: Open Search

Show 10 entries

Search:

Agreement #	Item #	Description	Route	County	PON2	eMars End Date	Consultant/Firm	Project Manager
3-159		PERFORM DITCHING, SLOPE PROTECTION, MILLING, AND ASPHALT PAVING ON THE BUTLER COUNTY APPROACH TO THE	016-KY-0369	BUTLER	-000			KYTCJEREMY.EDGEWORTH

Thank you for completing this walk-through!

Please contact Jason Landes with any questions:
jason.landes@ky.gov